

Instructions for Completing the Orientation & Annual Training Forms

Both of these forms must be completed **before** your Announced Inspection takes place. Your Licensing Specialist will review these completed forms as part of your Announced Inspection. **In order for your license to be renewed, these forms must be accurately completed before your Licensing Specialist arrives for your Announced Inspection.**

Orientation Training Form

1. At the top of the first page list the center's name and the date the form was completed.
 2. In the 1st row list the first and last name of any new directors, caregivers, substitutes, or volunteers who started after your Announced Inspection last year. Up to five new people will fit on each page. If you have more than five new people, make additional copies of the 2nd page.
 3. In the 2nd row write the date the person completed their orientation training.
 4. In the 3rd row write the date the person began their full caregiving duties, including being left alone with children (except assistant caregivers, who may never be left alone with children).
 5. In the remaining rows, mark an "X" under Yes if the topic was included in the person's orientation training. Mark an "X" under No if the topic was not included in the person's orientation training.
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Annual Training Form

1. A **separate** Annual Training Form(s) must be completed for **each** individual director, assistant director, and caregiver. A form must also be completed for each substitute who works an average of 10 hours per week or more. Staple each person's individual pages together, so there is one set of stapled pages for each person.
2. At the top of the first page, list the person's name and the page numbers (based on the total number of pages for this person).
3. If the person is someone who must have first aid and/or CPR certification, list those dates.
4. Each row in the table is for one training class, workshop, or meeting. For example, if the person has attended 12 classes, workshops, or training meetings to complete their required annual training, then 12 rows will be completed in the table.
5. In the 1st column, write the date of the training and the name of the trainer or training organization.
6. In the 2nd column, write how long the training lasted, and mark if the training was face-to-face. If training is conducted as part of a staff meeting, only that portion of the meeting during which training was conducted may be counted toward the required training hours.
7. In the 3rd column, put an "X" in the box next to all of the topics that were included in that training. If the topic of the training is not listed, write it in after "Other."
8. At the bottom of the page, write the combined total hours of training for all classes on that page. Then write the combined total face-to-face hours of training for all classes on that page. Then write in the page numbering (based on the total number of pages for this person).
9. For training received from outside sources (for example, CCR&R, a Child Care Licensing training, conferences, workshops, or school classes), staple documentation of the training to the person's Annual Training Form.

Additional copies of this form and instruction sheet can be downloaded from the Bureau of Child Care Licensing website at:

www.health.utah.gov/licensing